

EXHIBIT CREW:

- Under supervision performs the physical work required in the construction and installation of competitive exhibits. Work performed includes moving exhibit modules to and from storage, installation of showcase glass, hanging banners and decorative fabric, constructing, finishing and painting of exhibits and exhibit modules. Clean and maintain exhibits and exhibit areas. Performs graphic and/or artistic work required for exhibit and program presentation such as murals/wallpapering, silk screening, hanging and arrangement of exhibits. 7 positions: May - Sept., rate \$10-15/hr.

EXHIBIT CREW LEAD SUPERVISOR & ASSISTANT:

- Under supervision directs work of individuals and/or groups in the construction, painting and installation of competitive exhibits and other static and non-static exhibits. Makes decisions as to method and materials used in exhibit fabrication. Instructs in the proper handling of exhibit entries. Monitors and instructs the safety of exhibit crew members. Reports to supervisor and employee grievances, problems, and safety violations. Performs manual labor involved in the construction, finishing, painting and installation of exhibits. During fair staffs and maintains exhibits. 2 positions: Feb - Sept., rate \$12-20/hr.

COMPETITIVE PROGRAMS ENTRY OFFICE LEADS:

- Under supervision, direct the activities of the State Fair entry office in performing the clerical and non-clerical duties associated with receiving, organizing, judging and returning State Fair entries and related forms, entry fees and awards. Types correspondence, verifies accuracy of entry forms and fees and informs exhibitors of deficiencies; results mailing; handles phone inquiries; prepares statistical reports and generates computer printed documents. Trains and supervises up to 10 volunteer clerical helpers and 20 entry office assistants. Familiarity with computers required. Competitive Exhibits include the following programs – California Kitchen & Crafts, Youth Art & Design, California Fine Art, and Livestock. 1 position: May - Sept., rate \$10/hr.

VISUAL DISPLAYERS:

- Performs the actual displaying (visual arrangement) of State Fair competitive entries in programs such as fine art, home arts, junior exhibits, industrial education, etc. Display Experience required. 4 positions: July - Aug, rate \$10-20/hr.

FEATURE EXHIBIT ASSISTANT AND SPECIAL EVENT LEAD:

- Assist in the organization of the California State Fair Feature Exhibit area. Under supervision, assist in the planning, research, purchasing, layout, setup and maintenance of the feature exhibit area. Performs clerical duties, assist with exhibit judging, customer service and answering phones. 1 position: April -October 30, 1 position July 15 - September 15, assistant rate \$9-10/hr, lead rate \$10-14/hr.

AG EVENTS & EXHIBITS INTERN:

- Assist in the development of integrated special ag events and exhibits. Coordinate, prepare and implement on site logistics for special events and promotions. Develop and implement post Fair evaluations of each special event and promotion. Assist with the organization, coordination and management of the California State Fair advisory bodies. Assist with the analysis of the impact of marketing and promotions efforts, special events; evaluate the cost/benefit of special programs, exhibits and events. Assist with clerical duties. 1 position: Mid June - September 8, rate \$8-10/hr.

PUBLIC RELATIONS ASSISTANTS:

- Provide all levels of support to the Cal Expo Public Relations Department. Assist with the research and development of media lists, drafting and distribution of media materials, as well as various administrative tasks. Draft and edit press releases, media materials, marketing materials and other publications. Work with TV, radio and print media. Coordinate print stories and broadcast coverage. Escort media around the fairgrounds, act as liaison. 5 Full time positions from June – September. Strong communications skills, writing skills and work ethic a must. \$8.00 - \$10.00 / hour.

COMMUNITY OUTREACH ASSISTANT:

- Coordinate community and youth outreach programs associated with the California State Fair. Very hands on position, perfect for an outgoing person who works well with people. Coordinate with high school students and teachers, help design targeted marketing materials for a variety of audiences. Conduct research, build distribution lists, manage membership databases, draft and distribute quarterly newsletters. Responsible for communicating with and expanding various memberships. Very fun position, some travel, lots of interaction with the public. 1 position 15- 20 hrs/week, through May; 40 hrs/week from June– September. \$8.00 - \$10.00 / hour.

SPONSOR SERVICES COORDINATOR:

- Assist the California Exposition & State Fair (Cal Expo) marketing department with the coordination of the Sponsor program. Assure sponsorship and contract fulfillment, organize sponsor records, maintain year round contact with sponsors. Assist in fact finding, proposal generation, presentations, and follow up. General duties include telephone contact, typing, budgeting, proposal and summary preparation, light physical work and some lifting. April through September. 8 to 40 hours per week. \$10-\$12/hour.

INTERNET & SOCIAL MARKETING COORDINATOR:

- Under the direction of the Marketing Manager, work to further enhance and maintain the State Fair brand on the internet. Monitor and update the State Fair website, as well as continuously update the State Fair Myspace, Facebook and Twitter accounts. Position requires considerable knowledge of the internet and specific social networking websites. Web design and programming background a plus. Other duties may include guerilla marketing, photography, and graphic design support. One position: June – September. 40 hours per week. Rate \$9-\$12/hour.

NOTE: All positions are tentative and may vary in terms of total hours, starting dates and salary. Applicants must be willing to work up to 6 days without a day off and at times, work a 12-hour day (most days during the Fair are 8-12 hours). Each applicant must also have their own reliable transportation and will be willing to perform physical labor. Cal Expo is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. The California State Fair can work with school officials to establish internship and/or class credits for its employees.



2009 SPRING/SUMMER POSITIONS

PROGRAMS, LIVESTOCK,

AGRICULTURE & MARKETING

FOR MORE INFORMATION:
CALIFORNIA STATE FAIR
P.O. BOX 15649, SACRAMENTO, CA 95852
WWW.BIGFUN.ORG - ENTRYOFFICE@CALEXPO.COM
TOMME JO DALE, AGRICULTURE - 916/263-3109
GREG KINDER, EXHIBITS - 916/263-3033
ERICA MANUEL, MARKETING - emanuel@calexpo.com

LIVESTOCK ENTRY OFFICE ASSISTANTS:

- Assist Chief Livestock Clerk with receipt of entries, verification, and correction of deficiencies, mailings, production of judging sheets and show catalogues, extensive computer data entry and operation of livestock Office and Show Rings during fair. Above average communication and typing skills. Knowledge of livestock show procedures necessary. Computer skills required. 1 position: June 20 - Sept. 15, rate \$9-10/hr.

LIVESTOCK SHOW CLERKS/ANNOUNCERS:

- Act as ring clerks and announcers for livestock shows prior to and during the State Fair. Experience and knowledge of showing, judging and/or clerking for at least one species of livestock, dairy or rabbits/poultry at a livestock event. Public specking skills and experience preferred. Basic accounting skills, ability to type and use a computer required. FFA and 4-H background helpful. 6-8 positions: July 5 - Sept. 15, 6-10 positions Aug 13 - Sept. 15, rate \$8.50-9.50/hr. Lead positions: June - Sept., rate \$10-11.

AWARDS & PUBLICITY COORDINATOR:

- Coordinate and organize receipt, display and presentation of all livestock/Ag Program awards for the State Fair. Prepare and coordinate the mailing of press releases, show reports, photographs, and general promotional materials. Coordinate all livestock special events, (i.e. awards ceremonies, exhibitor receptions, etc.) and assist with the Sale of Champions production. College level communication skills, photography experiences and knowledge of livestock shows necessary. 4-H and FFA knowledge required. 1 position: July 1 - Sept. 20, rate \$10/hr.

LIVESTOCK/HORSE SHOW BARN CREW:

- Assist with setup, maintenance and tear down of livestock and horse facilities for the Annual State Fair. Duties include cleaning, painting, weeding, raking, moving and setting-up pens and panels, sweeping, cleaning stalls and pens, setting-up show arenas, sale rings, jump courses, banners, tents, small animal building maintenance, planting flowers, etc. Some experience with livestock and/or horses required. Ability to do somewhat strenuous work, and to work long and irregular hours. Ability to drive tractor and/or forklift helpful. Some light construction and welding skills helpful. 10 positions: June 20 - September 30, rate \$8.50-9/hr., 12-20 positions: July 15 - Sept. 15, rate \$8.50/hr.

RABBIT AND CAVY SHOW CLERK:

- Under direction, to coordinate receipt of entries, verification, correction of deficiencies, production of judging sheets, coop cards and show reports. Supervision of judging and actual clerking. Assist in locating educational exhibits. Above average communication, computer and typing skills required. Extensive knowledge of rabbit, poultry or cavy competitions necessary. 2 position: Aug 1 - Sept. 8, rate \$8.50/hr.

EXHIBIT PROGRAM ASSISTANTS:

- Assists in the organization of California State Fair competitive and special exhibit programs, and helps in the setup and maintenance of the exhibit during Fair operation. Assists in inventorying and preparing exhibits for judging and dismantling and returning entries. Aids department heads in coordination of various program special events such as demonstrations, judging and awards ceremony. Performs clerical tasks such as preparing and mailing correspondence, data entry, filing, purchasing and answering exhibitor questions. Staffs exhibit during Fair operation, acts as docent/information person and secures exhibits from vandalism and theft. 15 positions: May - Sept., rate \$8-10/hr.

AG COMMUNICATIONS & SPECIAL PROJECT ASSISTANT:

- Coordinate communications functions within the Agricultural Competitive Programs Department including but not limited to press releases, fact sheets, media reports, press release production, photography, the fair's souvenir program, feature stories, mailing lists and correspondence. Under direction to complete mailings, media results, Employee Handbooks, special projects, special events and a feature wine magazine. Provide administrative support to the department including, filing, record keeping, personnel processing and phone work. Ability to work under multiple deadline environment, diverse projects coordination under a flexible schedule. Position requires experience in communications field (classroom and work experience) computer knowledge, Press Release production, event experience and some background in Agriculture. 1 position: June 20 - Sept. 15, rate \$10-12/hr.

PROGRAMS OFFICE ASSISTANTS:

- Act as a receptionist, perform clerical tasks, assist with a variety of tasks such as purchasing, judge coordination, research, preparing and mailing correspondence, data entry, filing and answering phones. 1 position: June - Sept., rate \$8.50-10/hr.

AGRICULTURE SPECIAL EVENTS COORDINATOR:

- Under direction, coordinate, install and maintain a large agricultural exhibit to include living plants, educational exhibits, special events, ag equipment and produce. Plan and organize special events and contests. Good organization skills required. Experience with forklift operation helpful. Good communication skills necessary, construction skills helpful. 1 position: June 20 - Sept. 10, rate \$10-12/hr.

EDUCATIONAL AGRICULTURAL EXHIBIT COORDINATOR:

- Under direction, to organize and coordinate an educational livestock exhibit comprised of living stock, artifacts and graphics. Extensive knowledge of California livestock industry required. Previous exhibit experience is helpful. Good communication skills. 1 position: July - Sept. 15, rate \$10-12/hr.

AGRICULTURE EVENT COORDINATOR:

- Coordinates, plans and directs Farm Camp, Vet School, School Tours, Outdoor Cooking Demonstration Kitchen and special programs. Oversees program operation and exhibits during the fair; aides participates and exhibitors with their requirements for presentation. Oversees and supervises activities at Farm Camp and Vet School; schedules and coordinates participants and demonstrators. Secures sponsors, supervises assistants and manages event area and activity site. Ability to work long irregular hours and strenuous work may be required. Basic accounting skills, above average communication, computer and typing skills are required. June - Sept., rate \$10.-12.

STATE FAIR PROGRAM SUPERVISORS & ASSISTANTS:

- Coordinates, plans and directs competitive programs and special programs for one department. Oversees program operation and exhibits during the Fair; aides participating exhibitors and participants with their requirements for presentation. Oversees and supervises judging process of competitive program; schedules and coordinates demonstrators. Secures sponsors, supervises assistants, and manages building and activity site. 1 position: March - October, rate \$13-15/hr. 4 positions: July - Sept., rate \$9-10/hr.

DEMONSTRATION FARM EXHIBIT POSITIONS:

- Assist with planning, designing, installing, cultivating, weeding, maintaining and tear down of this internationally recognized demonstration farm exhibit. The Farm is a living presentation of California Agriculture including a vineyard, orchard, row crops, field crops, floriculture displays, aquaculture facility, greenhouse, hydroponics system, sustainable agriculture and urban agriculture showcases. Positions include Farm Assistants, Superintendents, Leads and Docents. Positions require working knowledge of some aspect of agronomy, horticulture, greenhouse operation, I.P.M., plants science or related field. Ability to do strenuous work for long irregular hours. OJT tractor and/or forklift training. Light construction skills helpful. Above average communication skill required. 2 position: April - September 30, rate \$12/hr., 2 positions: May - September 30, rate \$11/hr., 6-10 positions: March - September 30, rate \$10/hr. Aquaculture, Inspect Pavilion, Greenhouse: 3 positions: July – Sept. 15, rate \$10-12/hr.

COUNTIES ASSISTANT SUPERVISOR:

- Under direction, supervise the installation, judging, maintenance and release of county exhibits, enforce rules; open and close building; take surveys; provide information to public; supervise assistants and volunteers in a wide variety of jobs. Requires above average communication skills. Computer experience necessary. Ability to get along with a wide variety of people. 1 position: May - September, rate \$10-12/hr., 2 positions: Aug - September, rate \$10-12/hr.

FOOD JUDGING & DEMONSTRATION ASSISTANT:

- Assists in the receiving, judging and returning of entries in the California State Fair Foods Competition program (baked goods and food preservation). Aids department head in coordination of various program special events such as scheduling and supervising food demonstrations. 3 position: Aug-September, rate \$8-10/hr.

CAVALCADE OF HORSES & HORSE SHOW ASSISTANT COORDINATORS:

- Assist Coordinator with completing contracts, obtain donors & sponsors, issuing credentials, organizing exhibitors, special exhibits, solving problems, writing and typing scripts, locating special exhibits, coordinating shows and preparing facility. Ability to work long and irregular hours as well as perform physically demanding tasks. Above average communication skills. Knowledge of and experience with horses and fairs required. Computer experience necessary. 1 position: July - Sept. 8, 1 position: Aug 10 - Sept. 8, rate \$9.50-10/hr.

CAVALCADE OF HORSES ARENA CREW & LEADER:

- Assist in the setup, maintenance and tear down of the Cavalcade arena and stall area, includes setting jumps, painting, sweeping, cleaning, hanging banners, raking, setting up exhibits and planting flowers. Some horse experience required. Tractor and forklift experience required for crew leader. 5-10 positions: Aug 1- Sept. 8, rate \$8.50-9.50/hr.

CHILDREN'S ACTIVITY DOCENT:

- Assist the fair going public with children's art and craft projects. One-on-one contact helping children make a variety of projects such as masks, hats, beaded wear and finger painting. Assist with children's stage activities and performances. 10-15 positions: Aug 15- Sept. 1, rate \$8-10/hr.